

DD/S 60-3953

2 November 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Report of Accomplishments -- Support Procedures Committee

1. This memorandum is submitted to provide information concerning the activities of the Support Procedures Committee for the period August, 1959, through August, 1960.

2. The Committee has reviewed, or is in the process of reviewing, twenty separate proposals pertaining to administrative procedures. Many more proposals were considered for Committee review and action but were either rejected, as not within our charter, or deferred in favor of proposals having a higher priority for review. Tab A contains a synopsis of our action on the twenty proposals mentioned here. In summary, action was completed on eight proposals; work is in process on seven proposals; four proposals have been tabled; and one was disapproved by the DCI.

3. The Committee seems to be pretty well oriented at this point and it is hoped that during Fiscal Year 1961 our efforts will bring about accomplishments of increased significance.

STATINTL



Chairman
Support Procedures Committee

Attachment:

Tab A (Parts I, II, III, & IV)

cc: Ea Committee Member (5)
Inspector General
C/Mgt Staff

TAB A

TAB
A

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PART I: ACTION COMPLETED



STATINTL This policy has been published in [REDACTED] dated 19 March 1960.

2. Simplification of the Domestic Travel Form.

Former Procedure

Three separate forms (Travel Order, Request for Advance, and Travel Voucher) were required to document authorized domestic travel. Several copies of each form were required for accounting, auditing, and general monitoring purposes.

Current Procedure

One form has replaced the three forms described above; distribu-

tion of the completed form will be limited to four copies; the requirement for a signature of the Requesting Official has been eliminated; and the one signature of the Authorizing Official signifies approval for the performance of official travel and for reimbursement for such travel.

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Form 540b has been devised and is now being promulgated for use in Notice [REDACTED] which is in the final coordination stage prior to publication.

3. Review of DD/S Printed Forms.

A review early in 1960 revealed that in addition to some 200 Standard Government Forms CIA had in use about 1,600 Agency-designed forms. By the end of May, 1960, 961 forms of special interest to the DD/S had been reviewed by the offices of primary concern. This review resulted in the elimination or combination of 110 of the 961 DD/S forms.

It has been suggested to the DD/P and to the DD/I that such a review may produce a reduction in the number of forms maintained for these major components.

4. Simplified processing of Personnel Actions.

Former Procedure

Two separate forms were stocked to initiate personnel action requests -- one for all original entrance-on-duty requests and a second for actions concerning promotions, terminations, etc. Also special equipment was maintained to type automatically a partially completed form for future use by an Agency component to request the next personnel action.

Current Procedure

One simplified personnel action request form is now stocked for use by Agency components. The preparation of the new form has been simplified to the degree that only the information pertinent to the requested change is shown on the form. The Office of Personnel adds to the personnel action request other pertinent information for administrative purposes. [REDACTED] dated 7 September 1960 contains complete instructions for completing personnel action requests.

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5. Policy revision regarding the approval of Luxury-type Vehicles for the Clandestine Services Activities.

Former Procedure

A Clandestine Services request for a luxury-type vehicle required (a) the preparation of a requisition supported by a Memorandum of Justification, (b) the concurrence of the Area Division concerned and the Director of Logistics, and (c) the approval of the Deputy Director (Support).

Present Procedure

The DD/P now approves or disapproves requests for luxury-type vehicles for use in the Clandestine Services. This change is supported by the fact that a decision to buy a luxury-type vehicle is based upon operational considerations for which the DD/P is responsible.

6. Program for Greater Efficiency in CIA.

At the request of the SSA-DD/S the Committee evaluated 26 proposals submitted by DD/P personnel for greater efficiency, and summarized the evaluations in a memorandum to the Chief, Operational Services, DD/P as follows:

- a. Ten of the proposals were either implemented immediately or plans for implementation were made.
- b. Seven of the proposals were partly implemented.
- c. Eight of the proposals were found to be impractical or not feasible for adoption and one proposal concerned operational procedures consequently not evaluated by the Committee.

7. Revision of Personnel Locator Records System.

Former Procedure

██████████ dated 4 June 1958 authorized the creation of Personnel Locator

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Records. These records centralized information to:

a. Enable the Agency to contact employees at work or at place of residence, and

b. Furnish required information for preparation of the Agency telephone directory and forms W-2, Withholding Tax Statement.

Present Procedure

In the Spring of 1960 Office of Personnel proposed a new form to obtain the emergency addressees for Agency employees. The Committee recommended that the present Personnel Locator Card be expanded to include emergency addressee information in lieu of issuing a new form. [REDACTED] dated 21 September 1960, now authorizes the maintenance on the Personnel Locator Card of information concerning persons to be contacted in case of an employee's illness, injury, or other emergency.

8. Coordination of Agency Regulatory Material.

Former Procedure

All proposed regulatory material and all proposed amendments or changes were coordinated by the Office of the DD/S with the DD/I, DD/P, and the IG. No flexibility in the coordination process was permitted regardless of the content or nature of the proposed regulatory material.

Present Procedure

Extensive coordination has been discontinued on those issuances which are clearly of a routine nature or occasioned by changes required by law, or by administrative action of other Federal departments or agencies. Agency-wide coordination of regulatory material is limited to those issuances which establish or change Agency policy, levy new requirements or substantially affect the responsibilities and functions of Agency components.